

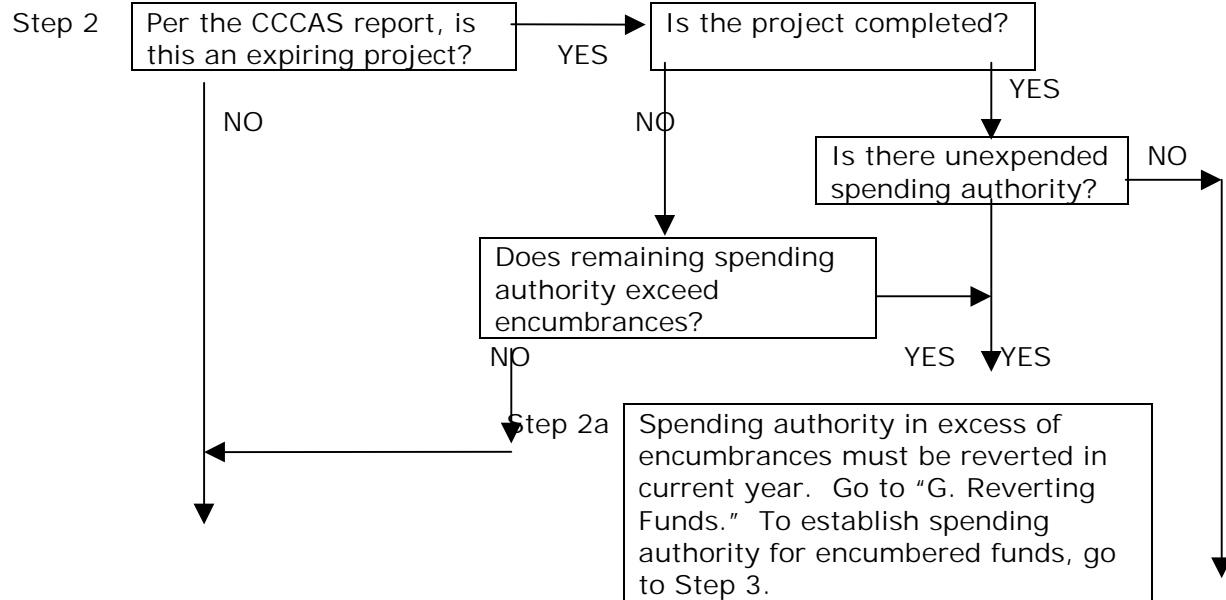
## **Appendix 9**

CAPITAL CONSTRUCTION FLOWCHART FOR STEPS IN PROCESS FOR:

- ♦ FISCAL YEAR END
- ♦ CLOSING THE PROJECT
- ♦ REVERTING FUNDS

## FISCAL YEAR END

Step 1 SCO creates and distributes CCCAS form to each agency.



Step 3 AGENCY reviews APP2 records rolled from current year to the new year for accuracy.

Step 2b

Go to "F. Closing the Project."

Step 4 Notify SCO that APP2 is ready for approval.

Step 5 AGENCY completes CCCAS form as required by SCO closing instructions.

Step 6 AGENCY prepares AP document or reviews AP document generated by the Book process and adjusts it as appropriate for the amount of available spending authority and places level three approval on document.

Step 7 AGENCY sends signed screen print of AP document and appropriate page of the CCCAS turnaround report to SCO.

Step 8 SCO reviews and applies 5th level approval on the AP document AND deactivates the appropriation code for that project in the current fiscal year.

Step 9

Steps 2 through 7 are completed until each project on the CCCAS turnaround report has been addressed. The agency can submit one completed form and all the required AP documents at the same time.

## CLOSING THE PROJECT

- Step 1 Contractor requests inspection & punch list from A/E.
- Step 2 A/E inspects & prepares punch list of items not acceptable, which is sent to the Contractor.
- Step 3 Contractor completes work required by punch list.
- Step 4 A/E inspects to determine if all punch list items are completed.
- Step 5 A/E determines that fewer than ten items from the punch list remain open. Do not go to Step 6 until the punch list contains fewer than ten items.
- Step 6 A/E completes & signs Closing Out Checklist (SBP Form 8-76) & Contract Close-out (SBP Form 4-76), & sends to Contractor.
- Step 7 Contractor signs forms & sends to the AGENCY Project Manager.
- Step 8 AGENCY Project Manager signs form & sends to SBP/delegee.
- Step 9 SBP/delegee signs & issues Notice of Acceptance (State Form SC-6.27) to AGENCY Project Manager.
- Step 10 Upon receipt of Notice of Acceptance, AGENCY Project Manager sends Notice of Contractor's Settlement (State Form-7.3) to newspapers.
- Step 11 Newspapers advertise settlement of project twice.
- Step 12 Ten days after last advertisement, Contractor is eligible for final payment & retainage.
- Step 13 Contractor sends application for final payment to A/E for approval.
- Step 14 A/E approves application for payment & sends to AGENCY Project Manager.
- Step 15 AGENCY Project Manager signs application for payment and sends to appropriate AGENCY fiscal area.
- Step 16 AGENCY fiscal area calculates retainage payoff if not done by Project Manager and processes COFRS PV document. PV document must liquidate balance of both contract liability and retainage liability.
- Step 17 AGENCY/COFRS generates warrant for final payment to Contractor.

- Step 18    Upon receipt of final payment, Contractor sends as-builts and warranties to the AGENCY Project Manager.
- Step 19    AGENCY sends SBP a set of stamped/signed or certified true copies of project documents for archives.

## CLOSING THE PROJECT

- Step 1a 

Project is expiring or complete and unexpended funds remain.
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- Step 2 

AGENCY must revert balance of funds.
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- Step 3 

AGENCY completes CCCAS form as required by SCO closing instructions.
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- Step 4 

AGENCY enters AP document for the amount of remaining available spending authority to be reverted.
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- Step 5 

AGENCY places 3rd level approval & sends signed screen print of AP document to SCO with completed CCCAS form.
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- Step 6 

SCO applies 5th level approval on the AP document and deactivates the project for the old fiscal year.
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- Step 7 

Step 3 through 6 is completed until each project on the CCCAS turnaround report has been addressed.
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## REVERTING FUNDS

- Step 1a 

Project is expiring or complete and unexpended funds remain.
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- Step 2 

AGENCY must revert balance of funds.
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- Step 3 

AGENCY completes CCCAS form as required by SCO closing instructions.
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- Step 4 

AGENCY enters AP document for the amount of remaining available spending authority to be reverted.
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- Step 5 

AGENCY places 3rd level approval & sends signed screen print of AP document to SCO with completed CCCAS form.
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- Step 6 

SCO applies 5th level approval on the AP document and deactivates the project for the old fiscal year.
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- Step 7 

Step 3 through 6 is completed until each project on the CCCAS turnaround report has been addressed.
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